



Parks & Recreation Department Washington Center Facility Use Permit



Location:	Date(s):
Type of Activity:	Time: to
Contact:	# of hours:
Organization:	Attendance:
Address:	Home Phone:
City: State: Zip:	Work Phone:
Email:	Cell Phone:
<p>Use of the Scoreboard <input type="checkbox"/> yes <input type="checkbox"/> no</p> <p>The scoreboard is available as part of the rental fee. The person using the Scoreboard must be trained by City staff. Arrive 15 minutes prior to the start of the game for this training. Thus you must indicate here if you would like to use the Scoreboard during your rental.</p>	

Fees:	Conference Room	Gym Rental (June 1 st -August 31 st)	Gym Rental (September 1 st -May 31 st)	Gym Rental (September 1 st -May 31 st)
	\$15 per hour	\$20 per hour	\$10 per hour (M-F before 3pm)	\$20 per hour (M-F after 3pm & Weekends)

(Prices do not Include Sales Tax. Please add sales tax of 8.83% to final cost.)
\$20 key deposit is required.

RULES GOVERNING USE OF ATHLETIC FIELD AND FACILITY

1. Permittee has contacted the Recreation Specialist (contact information on the back of this permit application) to secure the date and time for this request.
2. When in this facility, the organization and its representatives shall be responsible for the conduct and the safety of all present.
3. Signed permit shall be in permittee's possession when using permitted facility.
4. The area of usage shall be left in an orderly condition and all paper, garbage, and other debris deposited in the proper receptacle.
5. Any City owned equipment shall be returned to the City representative on site.
6. Smoking is prohibited inside the facility; persons of legal smoking age may smoke on the facility grounds provided they adhere to the City ordinance which states that use of tobacco products must be done 30 feet from any entrances to the building.
7. It is the responsibility of the organization and its representatives to ensure their users park motorized vehicles in public areas only. Parking motorized vehicles in unauthorized areas will result in the towing of the vehicle at the owner's expense.
8. No alcoholic beverages shall be distributed to, carried on, or consumed by the persons attending events at this facility. NO SALE of alcoholic beverages is allowed
9. All City ordinances are to be followed during use of this facility.
10. Permit fees are non-refundable and nontransferable from one day to another and must be paid in full before the event date.

Contact Signature: _____ **Date:** _____

Approved by: _____ **Date:** _____
Manager of Parks & Recreation

For Office Use Only:

Total Fee: \$	Check #:	Receipt #:
Amount Paid: \$	Date Paid:	By:

Hold Harmless

Permittee agrees to defend, indemnify, and save harmless the City from any and all liens, claims, suits, demands, liability, judgment costs, damages, and expenses which may accrue against or be charged or may be recovered from the City by reason of or account of any claim for damage arising from permittee's use or occupancy of the premises whether or not person or persons including permittee, its members, permittee's employees, agents, volunteers, invitees, or tenants, whomsoever occasioned or caused by the contact, acts, or omission of Permittee, its members, invitees, or tenants, or by reason of the use, development, operation, or maintenance of said premises by permittee under this agreement. Upon ten (10) days written notice, Permittee will appear and defend all claims and lawsuits against the City growing out of any such injury or damage resulting from any defect in the construction or condition of all the interior and exterior premises of the site. The City does not waive its immunities under state or federal law.

Applicant Signature *Date*

Name and Organization

To reserve a date/time or if you have questions, please contact:
Josh Abraham, Recreation Specialist
jabraham@duluthmn.gov
218-730-4314 (phone)
218-730-5913 (fax)

Please return this form with the fees to:

City of Duluth Parks & Recreation
Attn: Recreation Specialist
City Hall - Ground Floor
411 West First Street
Duluth, MN 55802